

CALIFORNIA DEPARTMENT OF CORRECTIONS AND  
REHABILITATION

OFFICE OF AUDITS AND COMPLIANCE

PROGRAM COMPLIANCE AUDIT

REPORT OF FINDINGS

COMMUNITY CORRECTIONAL  
FACILITIES

CLAREMONT COMMUNITY  
CORRECTIONAL FACILITY

FEBRUARY 4 - 8, 2008

CONDUCTED BY

COMPLIANCE/PEER REVIEW BRANCH



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**Review of Community Correctional Facilities**  
**Claremont Community Correctional Facility**

**INTRODUCTION**

This program review of Community Correctional Facilities (CCF) operations was conducted at Claremont CCF by the Compliance/Peer Review Branch (CPRB), Office of Audits and Compliance (OAC), during the period of February 4-8, 2008. This review team utilized the California Penal Code (PC), California Code of Regulations (CCR), Title 15, California Department of Corrections and Rehabilitation (CDCR) Department Operations Manual (DOM), CCF Financial Management Handbook, and the CCF Statement of Work, as the primary sources of operational standards.

This review was conducted by Tony Alleva, Facility Captain; Dave Stark, Correctional Counselor (CC) II; Michael Brown, Correctional Lieutenant; Al Sisneros, Correctional Lieutenant; and Nancy Fitzpatrick, Associate Governmental Program Analyst, of the CPRB.

The review consisted of on-site inspections, interviews with staff and inmates, reviews of procedures and other documentation, and observation of Facility operations.

The purpose of OAC's review is one of overall analysis and evaluation of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement.

Each area was reviewed by a minimum of two primary reviewers and cross-verified by other members of the team when possible. Overall findings presented in the attached report represent the consensus of the entire review team.

## **Review of Community Correctional Facilities**

### **Claremont Community Correctional Facility**

#### **REVIEW SCOPE AND METHODOLOGY**

The CPRB conducted an on-site review at Claremont CCF during the period of February 4-8, 2008. The purpose of this review was to assess the level of compliance with the terms and conditions of State regulations, departmental policy, and contract agreement. This review and the attached findings represent the formal review of Claremont CCF's compliance by the CPRB.

The scope and methodology of this review was based upon written review procedures developed by the OAC and provided to Claremont CCF staff in advance of the review.

Random sampling techniques were employed as an intrinsic part of the review process.

For the purposes of this review, members of the team toured the Facility. Inspections were conducted in housing, food service, medical, and [REDACTED]. Randomly selected inmates were informally interviewed based upon their interest and willingness to talk to the reviewers.

Throughout the tour, on-duty contractor and departmental staff at all levels (medical, parole, management, administrative, and custody) were interviewed regarding current practices.

## Review of Community Correctional Facilities

### Claremont Community Correctional Facility

#### EXECUTIVE SUMMARY

During this formal review of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement at Claremont CCF, the Facility was found to be in full compliance with 77 (96 percent) of the 80 ratable areas. Two standards were found not ratable during this review.

Deficiencies were found as follows:

- **Inmate Work Training Incentive Program (IWTIP).** Time cards are not consistently being filled out on a daily basis throughout the Facility. Specific areas include Building 1, Building 3, Receiving and Release, Library, Sanitation Crew, Maintenance Garage, Animal Shelter, and General Education Development (GED)/English as a Second Language (ESL).
- **Tool Control.** The review revealed that Claremont CCF maintains a written procedure, Policy Number 601, for the control and accountability of tools and equipment that pose a threat to persons or to the physical security of the Facility. However, Facility practice is not consistent with this policy. Specifically, documentation could not be provided to verify a daily tool inventory was being conducted in the Maintenance Garage. In addition, the saws belonging on the shadow board were being stored in a locked cabinet, and a breaker bar had to be located. Staff informed the review team that an inventory is being maintained on the computer, but no printout could be obtained. Secondly, in the Maintenance Building, tools are not consistently inventoried on a daily basis and there are tools missing from the shadow board that were not detailed on the inventory sheet as broken, pulled out of service, or missing.
- **Kitchen Shadow Board.** The review revealed that the kitchen is equipped with a secure shadow board for knives, cleavers, and other sharp instruments. Although an inventory process is administered on a daily basis, the chit system is not being utilized properly. The review team noted that one chit was being used for two different inmates and a paddle was issued to an inmate with no chit being utilized.

A complete description of all finding areas may be found in the narrative section of the report.

## **Review of Community Correctional Facilities**

### **Claremont Community Correctional Facility**

#### **SUMMARY CHART (SYMBOL DEFINITIONS)**

The following chart represents individual review findings in relation to CCR, Title 15, DOM, PC, and contract agreement.

Each item is rated as to whether or not the Institution is in compliance. The chart utilizes the following symbols to denote compliance ratings:

<b>SYMBOL</b>	<b>DEFINITION</b>
<b>Compliance (C)</b>	The requirement is being met.
<b>Compliance/Concern (C/C)</b>	Meets overall compliance of the standard, but discrepancies currently exist.
<b>Partial Compliance (P/C)</b>	The Facility is clearly attempting to meet the requirement, but significant discrepancies currently exist.
<b>Noncompliance (N/C)</b>	The Facility is clearly not meeting the requirement.
<b>Not Applicable (N/A)</b>	Responsibility for compliance in this area is not within the authority of this Facility.
<b>Not Ratable (N/R)</b>	No measurable instances.

At the end of the chart is a Comparative Statistical Summary Chart of Review Findings. This summary presents a mathematical breakdown of compliance by total items and percentages (%).

**Review of Community Correctional Facilities**  
**Claremont Community Correctional Facility**

**SUMMARY CHART**

<b>REVIEW STANDARD</b>	<b>REVIEW FINDING 11/05</b>	<b>REVIEW FINDING 2/08</b>	<b>PAGE NO.</b>
<b>I. ADMINISTRATION</b>			
A) Operations Manual	C	C	1
B) Restricted Operational Procedures	C	C	1
C) Program Cost Reports	C	C	2
<b>II. PERSONNEL</b>			
A) Master Staffing Plan	C	C	3
B) Position Changes	N/R	N/R	3
C) Job Descriptions and Duty Statements	C	C	4
D) Post Orders	C	C	4
1. Staff Sign Acknowledgment Sheet	C	C	5
E) Background Investigations	C	C	6
F) Personnel Policies	C	C	6
<b>III. TRAINING</b>			
A) Training Policy	C	C	7
B) Training Records	C	C	7
C) Training Reviews	C	C	8
<b>IV. CLASSIFICATION</b>			
A) Operational Plan	C	C	8
B) Composition	C	C	9
C) Initial Classification	C	C	10
D) Documentation	C	C	10

REVIEW STANDARD	REVIEW FINDING 11/05	REVIEW FINDING 2/08	PAGE NO.
<b>V. PROGRAMS</b>			
A) IWTIP	C	P/C	11
B) Pre-Release	C	C	11
C) Educational Programs	C	C	12
1. Adult Basic Education	C	C	12
2. Educational Programs	C	C	13
D) Religious Programs	C	C	13
E) Library Services	C	C	14
F) Visiting	C	C	15
G) Canteen	C	C	15
H) Recreation Programs	C	C	16
I) Medical Services	C	C	16
1. Health Records	C	C	17
<b>VI. DISCIPLINE</b>			
A) Policy	C	C	18
B) Disciplinary Actions	C	C	18
C) Documentation	C	C	19
D) Classification of Rule Violations	C	C	19
E) Authority	C	C	20
F) Records of Disciplinary Matters	C	C	20
<b>VII. RECORDS</b>			
A) Inmate Files	C	C	21
B) File Security	C	C	21
C) Release of Information	C	C	22
D) Daily Movement Sheet	C	C	22
<b>VIII. APPEALS</b>			
A) Forms	C	C	23
B) Informal Level	C	C	23
C) First Level	C	C	24
D) Second Level	C	C	24





REVIEW STANDARD	REVIEW FINDING 11/05	REVIEW FINDING 2/08	PAGE NO.
<b>XI. GENERAL</b>			
A) New Arrivals	C	C	37
B) Hygiene	C	C	38
C) Inmate Telephones	C	C	38
D) Inmate Mail	C	C	39
E) Inmate Access to Computers	C	C	39
F) Security Areas	C	C	40
G) Housekeeping and Maintenance	C	C	40
<b>XII. FOOD SERVICES</b>			
A) Meals	C	C	41
B) Special Diets	C	C	41
C) Meal Samples	C	C	42
D) Inmate Workers	C	C	42
E) Health Codes	C	C	43
F) Dry Storage	C	C	44
G) Refrigeration	C	C	44
H) Vector Control	C	C	45
<b>XIII. DEPARTMENTAL-FACILITY INTERCOMMUNICATION</b>			
A) Hub Institutions	C	C	45
B) Mutual Aid	C	C	46

**Review of Community Correctional Facilities**

**Claremont Community Correctional Facility**

**COMPARATIVE STATISTICAL SUMMARY CHART**

**NOVEMBER 2005—FEBRUARY 2008 FINDINGS**

<b>RATING</b>	<b>TOTAL 11/05</b>	<b>RATING % 11/05</b>	<b>TOTAL 2/08</b>	<b>RATING % 2/08</b>
<b>COMPLIANCE</b>	<b>80</b>	<b>100%</b>	<b>77</b>	<b>96%</b>
<b>PARTIAL COMPLIANCE</b>	<b>0</b>		<b>3</b>	<b>4%</b>
<b>NONCOMPLIANCE</b>	<b>0</b>		<b>0</b>	
<b>NOT RATABLE</b>	<b>2</b>		<b>2</b>	
<b>TOTAL</b>	<b>82</b>	<b>100%</b>	<b>82</b>	<b>100%</b>

## **Review of Community Correctional Facilities**

### **Claremont Community Correctional Facility**

#### **SUMMARY OF FACILITIES REVIEWED**

The Claremont CCF is a 569 bed public facility located in the city of Coalinga, in the county of Fresno, California. The Facility is operated and managed under the auspices of the city of Coalinga. At the time of this review, the population of the Claremont CCF was 483 inmates under the jurisdiction of CDCR.

#### **I. ADMINISTRATION**

- A) Operations Manual.** The contractor maintains a current operations manual summarizing approved methods of implementing CDCR policies, which provides details for daily operation of the program. The manual has been submitted and approved by CDCR on an annual basis.  
**(Authority: CCR, Section 3380; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3A and 3B.)**

#### **FINDING**

##### **COMPLIANCE**

**The CPRB examined Claremont CCF's current policy and procedure manual and interviewed staff.**

**The review revealed that the Facility maintains current policies and procedures that outline the operations of the Facility. The manual has been submitted and approved by the CDCR annually.**

- B) Restricted Operational Procedures.** The contractor, when establishing written policy and procedure in accordance with DOM, Section 5000, will maintain such policies and procedures as "Confidential" and "Restricted." Confidential and restricted information will not be made available to inmates.

Such procedures shall include but are not limited to:

Emergency Operations;  
Key/Locking Devices;  
Job Action Contingency Plan;  
Escape Pursuit Plan;  
Prisoner Transportation; and  
Gang Management.

**(Authority: DOM, Section 55000; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3B, 11, and 12.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's policy and procedure manual and interviewed staff.

The review revealed that the Facility maintains confidential and restricted procedures to include Emergency Operations (627), Key/Locking Devices (606), Job Action Contingency Plan (613), Escape Pursuit Plan (608), Prisoner Transportation (605), and Gang Management (603). The restricted manual is kept by management personnel and is unavailable to the inmate population. The manual has been submitted and approved by the CDCR annually.

- C) **Program Cost Reports.** The contractor has submitted the required quarterly and annual program cost reports to the Community Correctional Centers Administration (CCFA).

**(Authority: Financial Management Handbook, Financial Management of Funds, Public, page 8 III-A; and Private, page 12D.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's quarterly and annual program cost reports and interviewed staff.

The review revealed that Claremont CCF submitted to CCFA both the quarterly reports for fiscal year 2006/2007 and the annual report for the fiscal year ending June 30, 2007.

## **II. PERSONNEL**

- A) Master Staffing Plan.** The contractor maintains a master staffing plan that includes administrative as well as posted positions and reflects corresponding position numbers.  
(Authority: Financial Management Handbook, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's master staffing plan and interviewed staff.

The review revealed that a master staffing plan is maintained by the Claremont CCF. The plan includes administrative as well as posted positions and reflects corresponding position numbers.

- B) Position Changes.** Any changes to classification, function responsibility or post assignment are accompanied by an approved "Change of Established Positions" form and an approved "Post Assignment Schedule Summary" and "Post Assignment Detail" when it affects posted positions.  
(Authority: Financial Management Handbook, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)

## **FINDING**

### **NOT RATABLE**

The CPRB examined changes to classification and post assignment requests made by Claremont CCF.

This standard is not ratable as no changes to previously established positions have been requested during this review period.

- C) **Job Descriptions and Duty Statements.** The contractor maintains current job descriptions and duty statements for staff paid through the CDCR contract.  
**(Authority: Financial Management Handbook, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's current job descriptions and duty statements and interviewed staff.

The review revealed that Claremont CCF maintains current job descriptions and duty statements for all staff. Facility practice is consistent with the job descriptions and duty statements.

- D) **Post Orders.** The contractor provides post orders, on the post, for security staff.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3; Private, page 3B; DOM, Section 51040.6. Reference: PC, Section 5058, Financial Management Handbook-Public, page 3D; and Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's post orders and interviewed staff.

The Claremont CCF maintains post orders for security staff on-site. These post orders are current and are properly formatted.

1. Each custody staff member assigned to a post for the first time shall be provided with a copy of the appropriate post order upon assuming the post. The staff member has signed the acknowledgment sheet of the post orders on their assigned work site confirming the reading and understanding of duties for the post.  
(Authority: DOM, Section 51040.6.1. Reference: PC, Section 5058; and Financial Management Handbook-Private, page 8D.)

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's post orders and interviewed staff.

The review revealed that custody staff are provided with a copy of their post order upon assuming the post. The Claremont CCF has 47 posts with 66 officers assigned to these posts, requiring 87 signatures acknowledging reading and understanding of the post order. Of the 87 signatures required, 85 (98 percent) were present.



- E) Background Investigations.** Security personnel will complete a CDCR background investigation at Private Facilities. A CDCR-approved background investigation will be completed for security personnel at Public Facilities. A CDCR background investigation will be conducted for personnel at Private Facilities. Personnel records will document that the staff member “passed” the background process.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 6; Private, pages 1, 2, and 3; and Financial Management Handbook- and Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF’s personnel records and interviewed staff.

The review revealed that all security personnel assigned to the Claremont CCF undergo a background investigation. The review team notes that Claremont CCF conducts their own background investigations with the assistance of the local Coalinga City Police Department. Fingerprint cards are submitted to the Department of Justice along with complete background information on the employee. No security personnel are appointed to the Facility until the background process is complete.

- F) Personnel Policies.** The contractor shall establish and maintain personnel policies that address but are not limited to:

Fraternization;  
Overfamiliarity;  
Ex-Felon Employment;  
Nepotism; and  
Employee Grievance and Appeal Process.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 3C and 4; and Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's personnel policies and interviewed staff.

The review revealed that the Claremont CCF maintains a policy on Nepotism (304), Overfamiliarity (303), Fraternization (303), Employee Grievance and Appeals Process (307), and Ex-Felon Employment (303). Facility practice is consistent with these policies.

### **III. TRAINING**

- A) **Training Policy.** The Facility maintains a current approved training policy that delineates training requirements for staff and meets the requirements of the California Board of Corrections (BOC) and/or CDCR.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's current training policy and interviewed staff.

The review revealed Claremont CCF has an established training policy, Policy Number 405.2, which has been approved by the BOC. Facility practice is consistent with this policy.

- B) **Training Records.** The Facility maintains training records for all custody/security staff.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, pages 6D and 7.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's training records and interviewed staff.

The review revealed that Claremont CCF maintains training records for all custody/security staff assigned to the Facility. These training records are kept in locked file cabinets within a locked office.

- C) **Training Reviews.** The Facility is in compliance with the annual training requirements of the BOC.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's current training records and interviewed staff.

The CPRB randomly selected ten training records of staff assigned to Claremont CCF. Each (100 percent) of the ten records reviewed contained documentation of the employee having completed the basic CDCR Orientation Training and the Basic Correctional Officer Certification course.

## **IV. CLASSIFICATION**

- A) **Operational Plan.** The Facility has established and follows an operational plan in accordance with DOM and the CCF Screening Handbook for the operation of classification services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 1, 2B, 3C, and 6E; and Private, page 1C.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's operational plan and interviewed staff.

The review revealed that Claremont CCF has an established policy, Policy Number 517, in accordance with DOM for the classification of inmates housed within the Facility. Facility practice is consistent with this policy.

- B) Composition.** Classification committees meet composition and quorum requirements of DOM, with initial Facility Classification Committee composed of:

California Correctional Center Manager (Chairperson);  
CC III (Alternate Chairperson);  
CC II (Recorder);  
Inmate Assignment/Program Coordinator;  
Educational or Vocational Program Representative; and  
other members as appropriate.

**(Authority: CCR, Section 3376; DOM, Section 62010.8.2; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; Private, page 8; and PC, Section 5058.)**

## **FINDING**

### **COMPLIANCE**

The CPRB reviewed the Classification Chronos (CDC 128-G) and interviewed staff.

The review revealed that the composition of the classification committee meets the requirements of this standard.

- C) **Initial Classification.** Initial classification is held within 14 calendar days of the inmate's arrival to the Facility.  
**(Authority: DOM, Section 62010.8.3; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and inmate field files, observed the classification committee, and interviewed staff.

The review revealed that Claremont CCF maintains a policy, Policy Number 517, regarding classification. Initial classification actions are conducted within 14-calendar days of the inmate's arrival to the Facility.

- D) **Documentation.** Results of committee actions are documented in a CDCR 128-G. A copy of the CDC 128-G is given to the inmate and a copy is maintained in the inmate's field file.  
**(Authority: DOM, Section 62010.9.1; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and inmate field files, observed classification committee, and interviewed staff and inmates.

The review revealed that a CDC 128-G is generated by the classification committee. A copy of this CDC 128-G is given to the inmate and a copy is routed to the inmate's field file.

## **V. PROGRAMS**

- A) IWTIP.** The Facility shall establish and maintain IWTIP positions for work assignments either within the Facility or outside the Facility.  
**(Authority: DOM, Section 53130; Statement of Work, Program Operations-Public, page 11C; and Private, page 16C.)**

### **FINDING**

#### **PARTIAL COMPLIANCE**

The CPRB examined Claremont CCF's unit documentation and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a policy, Policy Number 520, on IWTIP. The Claremont CCF has established and maintains IWTIP positions for work assignments within the Facility. There is a written job description for every position. These job descriptions define the inmate's responsibilities and tasks to be performed. However, the review team notes that time cards are not consistently being filled out on a daily basis throughout the Facility. Specific areas are: Building 1, Building 3, Receiving and Release, Library, Sanitation Crew, Maintenance Garage, Animal Shelter, and GED/ESL,

- B) Pre-Release.** The Facility shall provide pre-release program services subject to budgeted resources. Pre-release curriculum meets the minimum content described in CDCR Policy.  
**(Authority: DOM, Section 53090.6; Statement of Work, Program Operations, Public, page 11B; and Private, page 16B.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's unit documentation and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a policy, Policy Number 902, on inmate pre-release. This policy provides a Pre-Release Program that meets the curriculum content described in CDCR policy and the Statement of Work. The Pre-Release Program consists of employability skills to include Employment Development Department assistance and various components of the Breaking Barriers Program.

- C) **Educational Programs.** Educational programs shall be managed by staff who meet the credential standards as set forth by the Commission on Teacher Credentialing.  
**(Authority: DOM, Section 53090.1; Statement of Work, Program Operations, Public, page 14E; and Private, page 18E-#1.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's personnel records and interviewed staff.

The review revealed that Claremont CCF maintains a policy, Policy Number 901, regarding educational programs. Facility practice is consistent with this policy. The Claremont CCF has two full-time instructors and one part-time instructor. All instructors (100 percent) meet the credentialing standards.

1. The contractor shall ensure that inmates achieving less than a 6.0 grade level or with limited English proficiency are assigned to Adult Basic Education (ABE) or English as a Second Language (ESL) program in accordance with available resources.  
**(Authority: DOM, Section 53090; Statement of Work, Program Operations, Public, page 14E; and Private, page 18-#4.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's unit documentation and interviewed staff and inmates.

The review revealed that the Claremont CCF provides a qualified (accredited) education program to include ESL and ABE. Upon completion of the GED Preparation course, the GED test is given by the Tulare Unified School District facilitator on a monthly basis.

2. Educational programs shall be conducted Monday through Friday year round, excluding State and national holidays for a minimum of six and a maximum of seven and one half hours per day.  
**(Authority: DOM, Section 53090.3.5; Statement of Work, Program Operations-Public, pages 2 and 14E-#3; and Private, page 18E-#6.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and interviewed staff.

The review revealed that educational programs are available to inmates five days per week. Inmates are required to attend educational instruction for a minimum of six hours per session, five days per week.

- D) **Religious Programs.** The contractor shall establish a written procedure for voluntary participation in religious programs and shall make such information available to all inmates.  
**(Authority: DOM, Section 53050; Statement of Work, Program Operations-Public, page 14F; and Private, page 19F.)**



## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's religious program procedures and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a written procedure, Policy Number 510, for voluntary participation in religious programs. Facility practice is consistent with this policy. Religious services are available on Monday, Friday, Saturday, and Sunday nights in the visiting room and by request. Inmates are made aware of services by postings in the dorms and a schedule in the inmate's orientation handbook.

- E) **Library Services.** The contractor shall provide an inmate library in the Facility with accessibility to the inmates for a minimum of 30 hours a week. When law library facilities are required, the Facility provides transportation to the CDCR hub institution.  
**(Authority: DOM, Section 53060; Statement of Work, Program Operations-Public, page 14G; and Private, page 20G.)**

## **FINDING**

### **COMPLIANCE**

The CPRB toured the inmate library and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a policy, Policy Number 508, regarding library services. Facility practice is consistent with this policy. Claremont CCF provides a library with accessibility to the inmates for 40 hours per week. When law library facilities are required, CDCR staff will coordinate appointments for inmates to access the law library at the CDCR hub Institution in a timely manner.

- F) Visiting.** The contractor shall establish written procedures for the administration and operation of a visiting program consistent with CDCR policy.  
**(Authority: CCR, Section 3170; DOM, Section 54020; Statement of Work, Program Operations-Public, page 15H; and Private, page 20-#1.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's visiting procedures and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a written procedure, Policy Number 501, for the administration and operation of a visiting program consistent with CDCR policy. Facility practice is consistent with this policy. Visiting is scheduled for Saturdays, Sundays, and State holidays from 0800-1430. Attorney/client visits are accommodated as needed.

- G) Canteen.** The contractor shall establish an inmate canteen program and written operating procedures in compliance with CDCR policy.  
**(Authority: CCR, Sections 3090-3095; DOM, Section 54070; Statement of Work, Program Operations-Public, page 16I; and Private, page 21I.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's canteen procedures, toured the canteen, and interviewed staff and inmates.

The review revealed Claremont CCF has established an inmate canteen program and written operating procedures, Policy Number 529, in compliance with CDCR policy. Facility practice is consistent with this policy. Inmates may purchase canteen items

Monday through Friday and may spend \$90.00 per day, not to exceed \$180.00 per month. The canteen provides an extensive selection of items of interest to racial/ethnic groups. Inmates receive an updated statement of account status reflecting purchases and current account balance.

- H) **Recreation Programs.** The contractor shall provide a recreational and physical education program that maximizes voluntary participation under safe, secure, and healthful conditions to promote physical fitness and relaxation.  
(Authority: CCR, Section 3220; DOM, Section 53070; Statement of Work, Program Operations-Public, page 16K; and Private, page 22J.)

### **FINDING**

### **COMPLIANCE**

The CPRB toured Claremont CCF's exercise yards and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a policy, Policy Number 527, regarding recreational programs. Claremont CCF has an established recreational and physical exercise program. Claremont CCF has adequate indoor recreation items, e.g., television, table games, etc. Claremont CCF maintains three separate outdoor recreation areas. Two of the areas are within the Facility perimeter and are equipped with such items as handball, ping pong, chinning bars, etc. The third outdoor recreation yard is a large yard located behind the Facility surrounded by a perimeter fence. This yard is equipped with basketball hoops, soccer field, running track, etc., and is maintained in a safe and usable manner.

- I) **Medical Services.** The contractor shall develop and implement written procedures for routine sick call and emergency medical and/or dental services.  
(Authority: DOM, Section 54050; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's medical and dental procedures, toured the health services area, and interviewed staff.

The review revealed that Claremont CCF has developed and implemented written procedures, Policy Numbers 701-709, for routine sick call and emergency medical and/or dental services. Facility practice is consistent with this policy. Sick call is conducted daily by a Licensed Vocational Nurse (LVN). Doctor's line is conducted on Thursdays. Medical emergencies are handled through the hub institution or Coalinga Regional Medical Center, as deemed necessary. Dental emergencies are handled through the hub institution.

1. The contractor shall maintain current and confidential health records in a secure location.  
**(Authority: DOM, Section 54046; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's medical records, toured the health services area, and interviewed staff.

The review revealed that Claremont CCF maintains inmate health records in a file cabinet within a locked storage area. The keys to the office are maintained by the LVN during business hours, with after hour emergency access accomplished by drawing the keys from Control.

## **VI. DISCIPLINE**

- A) Policy.** The contractor shall develop an inmate disciplinary plan, which meets the requirements of CDCR's policy, due process, and specific time limits.  
(Authority: DOM, Section 52080; CCR, Sections 3310-3326; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's inmate disciplinary plan concerning requirements of CDCR policy, due process, and specific time limits.

The review revealed that the Claremont CCF has an established inmate disciplinary plan, Policy Number 524, which meets the requirements of CDCR policy. Facility practice is consistent with this policy.

- B) Disciplinary Actions.** The contractor staff shall initiate and participate in informal and formal disciplinary actions within the context of progressive disciplinary practices.  
(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's disciplinary log, inmate field files, policies and procedures, and interviewed staff.

The review revealed that Claremont CCF employs a progressive inmate disciplinary process which includes verbal counseling, Custodial Counseling Chrono (CDC 128-A), and a formal Rules Violation Report, (CDC 115).

- C) **Documentation.** The contractor shall have the responsibility of documenting negative behavior and writing initial charges in accordance with CDCR's policy and regulations.  
(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and inmate field files and interviewed staff.

The review revealed that Claremont CCF utilizes departmentally approved processes for documenting inmate negative behavior.

- D) **Classification of Rule Violations.** CDCR staff shall determine the disciplinary action as administrative or serious in CDC 115s initiated within the CCF.  
(Authority: CCR, Section 3313; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page, 7G; and Private, page 8G.)

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and inmate field files and interviewed staff.

The review revealed that the CDCR Captain or CC II has the responsibility of classifying inmate disciplinary reports.

- E) **Authority.** CDCR staff has the final authority in all formal disciplinary actions initiated within the CCF.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and inmate field files and interviewed staff.

The review revealed that CDCR staff conduct disciplinary hearings for all serious and administrative rule violations. Adjudicated CDC 115s are forwarded to the Chief Disciplinary Hearing Officer (CCF Administrator) for review and final signature.

- F) **Record of Disciplinary Matters.** The Facility maintains copies of all CDC 115s in a Register of Violations and, when appropriate, in the inmate's facility case file.  
(Authority: CCR, Section 3326; Statement of Work, Contractor Authority and Responsibilities-Public, pages 7G, 7H; and Private, page 8G.)

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and interviewed staff.

The review revealed that Claremont CCF maintains copies of adjudicated CDC 115s and a Disciplinary Log Book. Log numbers are obtained from CDCR. In addition, a Claremont CCF log number is provided. The CDC 115s can be tracked utilizing the log number from issuance through adjudication.

## **VII. RECORDS**

- A) Inmate Files.** There shall be a case file maintained on each inmate assigned to the CCF.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I-#1.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's inmate field files and interviewed CDCR staff.

The review revealed that the CCs maintain field files on each inmate assigned to their respective caseloads at Claremont CCF.

- B) File Security.** All local case files shall be secured in a locked file cabinet marked "Authorized Personnel." Only authorized CDCR and contractor staff shall have access to these files.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I-#1.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's inmate field files and interviewed CDCR staff.



The review revealed that each inmate field file is maintained by the CCs in a locked file cabinet within a locked office. Only CDCR staff have access to these files. If necessary, Facility staff may access these files with CDCR staff.

- C) **Release of Information.** The contractor shall have a written policy and procedures regarding confidentiality of individual case records, which addresses, at minimum, client access, staff access, and release of information. The policy will assure compliance with CDCR policy and the Information Practices Act.  
(Authority: DOM, Section 13010.11; CCR, Section 3450; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; Private, page 10-#4.)

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and interviewed CDCR staff.

The review revealed that Claremont CCF's policy, Policy Number 125.1, Information Releases and Policy Governing Inmate Records, addresses the accessibility of inmate field files and the release of information therein. Facility practice is consistent with this policy.

- D) **Daily Movement Sheet.** The contractor shall submit a Daily Movement Sheet, (DMS) to the CCFA Administrator to include information on CDCR inmates received or discharged.  
(Authority: DOM, Section 52020; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; Private, page 9-#2.)

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's DMS and interviewed staff.

The review revealed that Claremont CCF staff prepare the DMS daily during First Watch. A copy of the DMS is transmitted, by facsimile, daily to the CCFA by Facility staff. Records of the transmissions are maintained by Facility administration.

## **VIII. APPEALS**

- A) **Forms.** The contractor shall ensure inmate appeal forms (CDC 602), are readily available to all inmates.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's appeal procedures and interviewed staff and inmates.

The review revealed that Claremont CCF has available to all inmates the CDC 602 forms. These forms are available in each dorm through contact with staff.

- B) **Informal Level.** The contractor staff shall respond to appeals at the informal level.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's appeal procedures and documentation and interviewed CDCR staff and inmates.

Documentation and interviews with staff revealed that there is an appeals policy in place, Policy Number 525. Facility practice is consistent with this policy. Informal level of appeals are being responded to by contractor staff.

- C) **First Level.** CDCR staff shall review or assign to appropriate contractor staff, inmate appeals at the first formal level.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's appeal procedures and interviewed staff.

The review revealed that CDCR staff are managing the inmate appeal process. Interviews with staff indicate the CC II collects and screens all appeals filed by the inmate population. Issues relative to custody, classification actions, disciplinary, etc., are responded to by CDCR staff. First level appeals regarding CCF issues are screened by the CC II and forwarded to the CCFA for appropriate assignment. These appeals are responded to by CCF staff.

- D) **Second Level.** The second level appeal shall be transmitted to CCFA for Review by the CCFA Administrator or designee.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's appeal procedures and interviewed staff.

The review revealed that second level appeals are being transmitted to the CCFA for review.

- E) **Record of Appeals.** The contractor shall ensure that all appeals are filed in accordance with CCR, Sections 3084-3084.7.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#2.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's record of appeals and interviewed staff.

The review revealed that Claremont CCF ensures that all appeals are filed in accordance with the CCR. The Appeals Coordinator, CC II, collects each CDC 602, records all CDC 602s into a computer software program for tracking. In addition, the information is printed and placed in a binder as backup documentation. Appropriate first-level appeals and all second-level appeals are forwarded to the CCFA for review and disposition.

- F) **CCR, Title 15.** CDCR shall ensure copies of CCR, Title 15, Division 3, in English and Spanish, are available to the contractor for distribution to all inmates.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9H-#2.)**

## FINDING

## COMPLIANCE

**The CPRB toured the Facility and interviewed staff and inmates.**

**The review revealed that Claremont CCF maintains a supply of CCR, Title 15, in English and Spanish, for inmate use.**

- G) Training.** The contractor and CDCR shall provide ongoing Appeals training to staff to ensure adherence and compliance with CCR, Sections 3084-3084.7.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3C; and Private, page 9H-#2.)**

## FINDING

## COMPLIANCE

**The CPRB examined Claremont CCF's training records and interviewed staff.**

**The review revealed that CDCR staff provide appeals training to Claremont CCF staff during the CDCR Orientation course to ensure adherence and compliance with policy and procedure. In addition, Facility CDCR staff provide ongoing appeals training.**

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## **X. SAFETY**

- A) Fire Safety.** The contractor shall have a written policy and procedures, which specify the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, page 9J; and Private, page 12-#6.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's safety procedures and interviewed staff.

The review revealed that Claremont CCF has a written procedure, Policy Number 515, which specify the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors. Facility practice is consistent with this policy.

1. The contractor shall conduct quarterly fire emergency drills under varied conditions and during hours when a majority of inmates are in the Facility.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9J; and Private, page 12-#5.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's safety procedures and interviewed staff.

The review revealed that Claremont CCF does conduct fire emergency drills under varied conditions on a quarterly basis.

2. The contractor shall have an annual inspection and clearance by local and State fire officials.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, page 9J; and Private, page 12.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB examined Claremont CCF's safety procedures and interviewed staff.

The review revealed that Claremont CCF had a Fire Safety Inspection on July 26, 2007, conducted by the Office of the State Fire Marshal.

- B) Hazardous Material.** The contractor shall have written procedures in accordance with DOM, Section 52030, for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, pages 12-#8, #9, and #10.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's safety procedures and interviewed staff.

The review revealed that Claremont CCF has a written procedure, Policy Number 607, in accordance with DOM for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances. Facility practice is consistent with this policy. All hazardous materials are stored in locked metal lockers and large Conex boxes, which are located in the maintenance area.

## **XI. GENERAL**

- A) New Arrivals.** The contractor has established and maintains a written procedure for the issuance of clean usable clothing, bedding, linen, and towels for new arrivals with provisions for subsequent exchange or laundering on a weekly basis.

**(Authority: CCR, Sections 3030 and 3031; DOM, Section 54090; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 10J.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and interviewed staff.



The review revealed that Claremont CCF has established and maintains written procedures, Policy Numbers 514 and 516, which delineate the issuance of clothing, bedding, and linen for new arriving inmates. Claremont CCF's policy also directs for laundry exchange at least once a week. Facility practice is consistent with this policy.

- B) Hygiene.** The contractor provides adequate, clean, and working shower, sink, and toilet facilities.  
**(Authority: CCR, Sections 3060-3062: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 10J.)**

### **FINDING**

### **COMPLIANCE**

The CPRB toured the Claremont CCF and interviewed staff.

The review revealed that Claremont CCF provides adequate, clean, and working shower, sink, and toilet facilities within each dorm in the Facility.

- C) Inmate Telephones.** The contractor has established and maintains written policy and procedure for the governing of telephones for use by inmates in the Facility. Inmates should be permitted reasonable access to telephones for personal and program-related purposes.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#8.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's telephone procedures and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a written procedure, Policy Number 511, governing the use of telephones for inmates. Facility practice is consistent with this policy. Inmates are provided access to telephones from reveille to lights out.

- D) **Inmate Mail.** The contractor has established and maintains written policy and procedures governing inmate mail, correspondence, legal items, and packages.  
**(Authority: DOM, Section 54010; CCR, Section 3130; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 16J; and Private, page 15-#6.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's mail procedures and interviewed staff and inmates.

The review revealed that Claremont CCF maintains a written procedure, Policy Number 502, governing inmate mail, correspondence, legal items, and packages. However, the review team noted one piece of legal mail was opened before the inmate received it.

- E) **Inmate Access to Computers.** The contractor has established and maintains written policy and procedure governing inmate access to computers in accordance with CDCR policy.  
**(Authority: DOM, Section 49020.6.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's policies and procedures and interviewed staff.

The review revealed that Claremont CCF does maintain a written procedure, Policy Number 523, regarding inmate access to computers. Facility practice is consistent with this policy. The review team notes that inmate clerks operate computers and inmates are allowed to operate computers within the education department. Modems are not utilized in any of these computers.

- F) **Security Areas.** The contractor maintains, on-site, a depiction of the Facility with the floor plan identifying the secure and non-secure areas, denoting the location of security post positions.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11-#9.)**

### **FINDING**

### **COMPLIANCE**

The CPRB toured the Facility and interviewed staff.

The review revealed that Claremont CCF maintains a floor plan depiction of the Facility.

- G) **Housekeeping and Maintenance.** The contractor has a housekeeping and maintenance plan and maintains weekly inspection reports to ensure the Facility is clean and in good repair.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#7.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's housekeeping and maintenance plan and interviewed staff.

The review revealed that Claremont CCF maintains a program for the preventive maintenance and inspection of the Facility and its

equipment. Daily inspection reports and a record of repairs performed are forwarded to appropriate Facility staff.

## **XII. FOOD SERVICES**

- A) Meals.** The contractor shall provide food services at the Facility that meet the nutritional standards consistent with DOM, Section 54080. Food service staff shall develop and follow menus approved by the CDCR Food Administrator or a State licensed dietitian.

**(Authority: CCR, Section 3050; Statement of Work, Contractor Authority and Responsibilities-Public, page 9K; and Private, page 12M.)**

### **FINDING**

#### **COMPLIANCE**

The CPRB toured Claremont CCF's Main Kitchen, examined menus, and interviewed staff and inmates.

The review revealed that Claremont CCF has developed and follows menus approved by a State licensed dietitian. These menus are posted in the kitchen and each dormitory.

- B) Special Diets.** The contractor shall provide for the special dietary needs of inmates. Any special menu/diet required to meet medical needs shall be approved by CDCR's medical personnel and provided by the contractor.

**(Authority: CCR, Section 3054; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 9K; and Private, page 12M.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's special diet menus, toured the Main Kitchen, and interviewed staff and inmates.

The review revealed that Claremont CCF can accommodate inmates with temporary special dietary needs.

- C) **Meal Samples.** The contractor shall retain refrigerated, covered, tagged, and dated samples of meals served for a minimum of 72 hours to determine what food items may be responsible in the event of alleged food poisoning or infection.  
**(Authority: DOM, Section 54080.8; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

## **FINDING**

### **COMPLIANCE**

The CPRB toured Claremont CCF's Main Kitchen and interviewed staff.

The review revealed that Claremont CCF does retain a refrigerated, covered, tagged, and dated sample of meals served for a minimum of 72 hours.

- D) **Inmate Workers.** The contractor shall ensure that each inmate culinary worker is medically cleared for food handling before assignment to food services. Medical clearance forms will be on file in the food service area.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's inmate medical clearance forms and interviewed staff.

The review revealed that Claremont CCF ensures each culinary worker is medically cleared before assignment to food services. This is done via the classification process and food handling clearance documentation maintained in the inmate's health record by the LVN. If a change to the medical clearance status occurs, the LVN notifies the kitchen staff and the inmate worker is removed from food handling assignments via procedures.

- E) **Health Codes.** The contractor shall maintain a copy of the annual inspection regarding sanitation, safety and food handling practices, conducted by the Department of Health Services.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 13-#5.)**

## **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's annual sanitation inspection and interviewed staff.

The review revealed that Claremont CCF has a current annual inspection regarding sanitation, dated May 17, 2007, conducted by the Health and Human Services Agency, Department of Public Health. However, the review team noted one inmate preparing food with no head covering.

- F) Dry Storage.** Foods must be stored properly. Dry food and canned goods shall be properly stored in an appropriate storage area.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

### **FINDING**

### **COMPLIANCE**

The CPRB toured Claremont CCF's Main Kitchen and storage area and interviewed staff.

The review revealed that food items are properly stored. In addition, adequate controls are in effect for "hot" items, such as yeast and sugar.

- G) Refrigeration.** Refrigeration and freezer equipment is monitored for proper temperatures and food items are properly stored to facilitate proper air circulation.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

### **FINDING**

### **COMPLIANCE**

The CPRB toured Claremont CCF's Main Kitchen and interviewed staff.

The review revealed that refrigeration and freezer temperatures are monitored to ensure proper food storage. Food items are appropriately stored to facilitate proper air circulation.

- H) **Vector Control.** Control of vermin and pests is managed by contract with a licensed professional pest control company.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

### **FINDING**

### **COMPLIANCE**

The CPRB toured Claremont CCF and interviewed staff.

The review revealed that Claremont CCF controls vermin and pests through a contract with a licensed professional pest control company, Mountain Valley Pest Control. Mountain Valley Pest Control applies pesticides on a monthly basis and on an as needed basis.

## **XIII. DEPARTMENTAL – FACILITY INTERCOMMUNICATION**

- A) **Hub Institutions.** Identify the hub institutions that service this Facility for disciplinary, medical, law library, and emergency services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 22K.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's medical, dental, disciplinary, and emergency procedures and interviewed staff.

The review revealed that Pleasant Valley State Prison (PVSP) is utilized as the hub institution. Intercommunication between the hub institution and Claremont CCF results in the transportation of inmates in a timely and efficient manner.



- B) Mutual Aid.** The contractor has established Mutual Aid agreements with local and State law enforcement agencies.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11L-#2.)**

### **FINDING**

### **COMPLIANCE**

The CPRB examined Claremont CCF's security procedures and interviewed staff.

The review revealed that there is an established mutual aid agreement in place with PVSP and local city law enforcement agencies for Claremont CCF.

## **GENERAL OBSERVATIONS**

- **The review team noted one piece of legal mail was opened before the inmate received it.**
- **Computers were not consistently labeled as “Inmate Access” or “No Inmate Access.”**
- **The review team noted one inmate preparing food with no head covering.**

## **GLOSSARY**

<b>ABE</b>	Adult Basic Education
<b>BOC</b>	California Board of Corrections
<b>CC</b>	Correctional Counselor
<b>CCFA</b>	Community Correctional Centers Administration
<b>CCF</b>	Community Correctional Facilities
<b>CCR</b>	California Code of Regulations
<b>CDCR</b>	California Department of Corrections and Rehabilitation
<b>CDC 115</b>	Rules Violation Report
<b>CDC 117</b>	Daily Record of Cell and Employment Changes
<b>CDC 128-A</b>	Custodial Counseling Chrono
<b>CDC 128-G</b>	Classification Chrono
<b>CDC 602</b>	Inmate/Parolee Appeal Form
<b>DMS</b>	Daily Movement Sheet
<b>DOM</b>	Department Operations Manual
<b>ESL</b>	English as a Second Language
<b>GED</b>	General Education Development
<b>IWTIP</b>	Inmate Work Training Incentive Program
<b>LVN</b>	Licensed Vocational Nurse
<b>PC</b>	California Penal Code
<b>OAC</b>	Program and Fiscal Reviews Branch
<b>PVSP</b>	Pleasant Valley State Prison